MOVEMENT BETWEEN DHHS AGENCIES/CHANGE IN APPOINTING OFFICE (CAO)

NIH AS GAINING AGENCY

1. Administrative / Management Staff

1. Create request using Recruit Workflow – See the "Create a Job Requistion" job aid under *Job Aids for Administrative/Management Staff* (*http://nbrss.nih.gov/pdf/JobReq4Adm.pdf*)

2. HR Operations

1. **Access recruit request via worklist**
   Go to: Home > PeopleTools > Worklist > Use > Worklist (or click on 'Worklist' link from top menu bar)

2. **Review and update request as needed**

3. **Change Work-in-Progress status to "REV"**

4. **Save**

5. **Contact NIH's Help Point of Contact (PoC), Florence Andrews, via email to request PAR be initiated by losing agency**

6. **Provide Help PoC with the following information:**

   a. Employee Name
   b. Position Number *
   c. Pay Group*
   d. Effective Date

   Note: *For guidance on obtaining this information, please refer to the Position Management Reference Guide located on the ERHP website:* **http://ehrp.nih.gov/**

3. NIH Help Point of Contact

1. **Contact losing agency's Help PoC and request PAR be initiated**

2. **Notify HR Operations via email when PAR has been initiated**

   Note: *Once the losing agency saves the PAR with the gaining IC's position number, the gaining IC obtains ownership of the employee's record*

4. HR Operations

1. **Access PAR via menu path**
   Go to: Home>Administer Workforce>Administer Workforce (USF)>Use>HR Reviewer

2. **Using correction mode review and update PAR as needed**

3. **Change PAR/WIP status to "REV"**

4. Save

5. **Verify benefits and pay information which has converted for employee**

6. **Forward OPF with paperwork to HRPS**

7. **Access RECRUIT REQUEST (NOT PAR) via worklist**
   Go to: Home > PeopleTools > Worklist > Use > Worklist (or click on 'Worklist' link from top menu bar)

8. **Change Work-in-Progress status of RECRUIT REQUEST (NOT PAR) to "PRO"**

9. Save

5. HR & Payroll Solutions (HRPS)

1. **Access PAR via worklist**
   Go to: Home > PeopleTools > Worklist > Use > Worklist (or click on 'Worklist' link from top menu bar)

2. **Review and update PAR as needed**

3. **Change PAR/WIP status to "PRO"**

4. Save

NIH AS LOSING AGENCY

1. HR Operations

1. **Receive request from gaining agency's Help PoC to have PAR initiated**

2. **If applicable, process a stop for all special pays the employee is receiving**

   Note: Special pays must be stopped prior to PAR being initiated

3. **Initiate PAR using information from gaining agency**
   Go to: Home>Administer Workforce>Administer Workforce (USF)>Use>HR Reviewer

   Note: PAR should be initiated after the effective date, e.g., if the effective date is 02/09/2003, the PAR should be initiated 02/10/2003 or later

4. **Enter:**

   a. Employee Name
   b. Position Number
   c. Pay Group
   d. Effective Date

   Note: The only information needed to initiate the PAR is listed in instruction 4 above. No other data should be entered in the PAR, e.g., NOAC, LAC, etc

5. **Change PAR/WIP status to "INI"**

6.

   Note: Once the PAR is saved with the gaining agency's position number, the gaining agency obtains ownership of the employee's record

7. **Notify gaining agency's Help PoC when PAR has been initiated**

END